

Cover Letters

A cover letter is approximately 3-4 paragraphs in which you explain to the potential employer why you are interested in the job you are applying for and why you feel you are a good fit for the position. Letters let you expand on your resume by going into more detail about your skills, past experiences, and achievements. Letters that are well-written can help set you apart from other applicants.

Things to Consider:

- Before applying to a job or writing a letter or resume, it is a good idea to research both the company you would be working for and the role you are applying for. What is their mission statement and vision for the future? What is the culture? Are reviews good or bad? Why would you want to work for this particular company?
- Think about how your experiences, skills, and talents can benefit you in the position you are applying for, and the company as a whole. What does the job description specify, and how do you meet those qualifications?
- Sections: 1) Header which includes the date and the contact information of the person or department you are writing to; 2) Greeting; 3) Paragraphs in which you explain your interest in the position and why you would be a good candidate; and 4) Closing and Signature.
- **PROOFREAD!** Errors make you look lazy and careless.

Flip over for an example of a cover letter

Header with date and
contact of recipient

August 24, 2023

Mrs. Jane Smith, Director of Human Resources

Name of Company

Street Address of Company

City, State Zip Code of Company

Dear Mrs. Smith, ← Salutation/Greeting

Paragraph 1: Mention the job you are applying for and where you saw it advertised. State why you are interested in the position and the company. This shows you did your research.

Paragraphs 2-3: Give an overview of your background. Why are you suited for the position? Consider key words mentioned in the job description. Perhaps give a short story or anecdote which shows why you are right for the role. Talk about transferrable skills if you are switching career fields.

Signoff: Summarize your skills and again demonstrate your interest in the position. Explain that you look forward to hearing from them.

Sincerely,

John Smith

Your Typed Name

Professional signoff,
closing, and signature.